

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

Homeland Security Training & Exercise Coordinator *(Non-Permanent Job Opportunity)* *(Emergency Management Program Specialist 2 397b)*

OPENS: December 6, 2005
CLOSES: January 4, 2006 (closing date extended)
LOCATION: Camp Murray, Tacoma (Lakewood), WA
SALARY: Range 52 \$3318 – 4247 per month, depending on qualifications
Recruitment # DR-006-OC

There is one non-permanent opening with the Washington Military Department's Emergency Management Division at Camp Murray (near Fort Lewis). This position is expected to last 12 – 18 months.

AGENCY OVERVIEW

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

DIVISION MISSION

The mission of the Emergency Management Division in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State. To learn more information about the Emergency Management Division, visit our website at emd.wa.gov.

POSITION OBJECTIVE

Under the supervision of the Exercise and Training Section Manager, provides professional level support to the State Training Program Manager and the State Exercise Program Manager in performing homeland security / all hazards training and exercises.

Homeland Security Training & Exercise Coordinator

(Emergency Management Program Specialist 2)

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KEY RESPONSIBILITIES

- Plans, develops, implements and coordinates homeland security / all hazards training courses to support state and local emergency preparedness and response plans.
- Prepares and conducts exercises to evaluate homeland security / all hazards plan effectiveness.
- Serves as curriculum developer, instructor, and / or course manager in other state-delivered emergency management courses.
- Works with Committee on Homeland Security (CHS) to advise on training / exercise needs in response to homeland security / all hazards incidents within Washington State.
- Works with state homeland security regions and local emergency management jurisdictions in fulfilling training requirements mandated by Department of Homeland Security.
- Assists in instruction and course management for FEMA's recognized Professional Development Series, Advanced Professional Development Series, NIMS/ICS, and other related homeland security training programs. Identifies qualified instructors and develops curriculum to meet the needs of students.

REQUIRED EDUCATION AND EXPERIENCE

Two years of experience as an Emergency Management Program Assistant; OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training / education, public information / affairs, program / project management, environmental analysis or planning, civil / structural engineering, legislative affairs, and/or urban planning. Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement

AND

At least one year of professional level experience in each of the following. Note: This experience may be gained concurrently with the professional experience listed above and each other.

- Managing, delivering or assessing training and / or educational activities.
- Developing curriculum and supporting instructional materials.

DESIRED QUALIFICATIONS

- Experience developing, conducting / controlling and evaluating tabletop, functional, and / or full-scale exercises.
- Experience developing, delivering, or evaluating emergency management training and / or educational activities.
- Experience working with terrorism or homeland security related programs.
- Ability to multi-task and work in a fast paced work setting where priorities are constantly changing.
- Knowledge of adult learning theories, standard concepts, practices and procedures within the field
- Excellent organizational skills and the ability to effectively manage multiple projects.

CONDITIONS OF EMPLOYMENT

- Union Shop - This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- EOC / JFO - Upon activation of the Emergency Operations Center (EOC) or Joint Field Office (JFO), you may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often requires that you work for extended periods of time in a fast paced / stressful environment.
- Military Facilities – Must be willing to work in or around Military facilities and programs.
- Travel – Must be willing and able to remain in travel status that averages approximately 20 percent of the time. This includes statewide and nationwide travel

APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to applicant3@mil.wa.gov

1. A current Washington State Application form.
2. Responses to the supplemental questions listed below.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Connely, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7522
Fax (253) 512-7808

SUPPLEMENTAL QUESTIONS

Please limit your responses to no more than four, double spaced pages (font size 11 or greater).

1. Describe your education / training in the principles of adult learning, curriculum design, training needs assessment, and instructional methodology.
2. Describe a training course or curriculum that you successfully developed which required you to closely coordinate with individuals in multiple agencies or departments, manage a tight budget, and coordinate the work of your own employees and / or multiple committees.

For each question below, briefly describe your experience. Include in your response the employer(s) in which you gained the experience and the length of your experience in months or years.

3. Working with a terrorism or homeland security related program.
4. Developing, conducting / controlling and evaluating tabletop, functional, and / or full-scale exercises.

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.